

Job Opportunity Bulletin: #03-025**Final Filing Date: Dec 9, 2003 or
until filled****Re-Released**

Position:	Salary:	Location:
STAFF SERVICES ANALYST (General) (Freeze Exemption Approved)	Range A \$2632-\$3201 Range B \$2850-\$3465 Range C \$3418-\$4155	Office of Statewide Health Planning and Development Cal-Mortgage Loan Insurance Division 300 Capitol Mall, Suite 1500 Sacramento, California 95814

General Statement:

Under the direction of a Construction Financing Supervisor, the Staff Services Analyst (General) will work with a team of project officers providing a variety of program support functions to the California Health Facility Construction Loan Insurance Program.

Duties:

- ❖ Review and analyze project applications for financial feasibility, project eligibility and community need.
- ❖ Assist in developing oral and written presentations to the Advisory Loan Insurance Committee.
- ❖ Accompany senior project officers on site visits at insured facilities.
- ❖ Review construction progress payments requests for completeness.
- ❖ Monitor assigned projects from the loan closing until the termination of insurance to assure compliance with legal documents.
- ❖ Perform credit analysis and risk assessments and maintains portfolio data on the Division's automated systems.
- ❖ Analyze financial and operating data for insured health facilities.

Desirable Qualifications:

- ❖ Education and/or experience in finance, banking, budget review and analysis, auditing, accounting, real estate, financial analysis, or health care issues. Sound judgment in dealing with the public and management.

Selection Criteria includes:

- ❖ Must be available to travel throughout California by plane, car, or other means of transportation approximately 20-25% of the time.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Individuals with list appointment should attach a copy of their notice of test results. Appointment is subject to SROA/surplus policies. Individuals who meet the desirable qualification criteria will be selected for an interview.

Interested individuals should submit a State Examination and/or Employment Application, Std. 678, and a resume to:

Office of Statewide Health Planning and Development
Cal-Mortgage Loan Insurance Division; Attn: Merrilee Malcomb (03-025)
300 Capitol Mall, Suite 1500
Sacramento, California 95814

For further information contact Merrilee Malcomb at (916) 327-5860.

Visit us at our Website at www.oshpd.state.ca.us/calmort/index.htm